



Clickfree DVD Backup User Guide for Microsoft Windows users

<i>Feature/function</i>	M	P	O
EULA	N	N	N
Password protection	N	N	N
backup complete folders	N	N	Y
choosing categories for BU / RSTR (like HD/Xformer)	N	N	Y
choosing locations / types & sizes / embedded	Y	Y	N
all filetypes selected by default	N	N	Y
multiple computers per DVD	N	N	N
multiple backups per DVD - adding / updating	N	N	N
undo restore	N	N	N
browsing / searching backed-up files	N	N	Y
Search entire computer - exclusions for Windows folders & removable media (true for Music, not true for Photos, ??? Office) CHECK SCREENCAPS	Y	?	Y
Restore files to their original location	N	N	N
restore defaults to x:\Restored Files\{Music Photos}	Y	Y	Y
Tools	N	N	N
Reminders	N	N	N
Remembers your customized settings	N	N	N
Add/Remove/Edit filetypes	N	N	Y

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Introducing Clickfree DVD Backup

Thank you for buying the **Clickfree** DVD Backup – the easiest way to keep the valuable information on your computer safe.

Clickfree is an easy-to-use computer backup system that automatically searches for and backs up content stored on your computer. No hardware configuration or software installation is required. The backup procedure begins once the **Clickfree** DVD has been inserted into your DVD drive.

Caution: Please remember that a backup is meant to be a second copy of your computer data, not the only copy of your data. Having two copies (redundancy) is what keeps your important data safe. Please use your **Clickfree** DVD Backup to keep a safe copy of your data.

MAIN FEATURES

Clickfree backup technology

- Automatically starts when connected to your computer
- Does not require any software installation or setup
- Automatically searches for and backs up the important data from your computer – music, photos, or office files, depending on which **Clickfree** DVD Backup package you are using
- For most users the automatic search finds and backs up everything that matters

Customizable backup options

- Includes options for custom file types and full folder backup (Office Files Backup only)

Easy restore to same or other computer

- Backed-up content can quickly and easily be restored
- You can just as easily ‘restore’ content to a different computer as to the original one
- This makes **Clickfree** a great way to move your content from your old computer to your new one

How it backs up

- The first time you put a **Clickfree** Backup DVD into your DVD writer it searches for, finds, backs up and organizes all of your important content, depending on which **Clickfree** DVD Backup package you are using

Photo Viewer/Music Player

- Conveniently view backed-up photos from the DVD in thumbnail and expanded view(Photo Backup Only)
- Conveniently listen to backed-up music from the DVD (Music Backup only)

PACKAGE CONTENTS

Your **Clickfree** backup package contains three, five, or ten **Clickfree** DVD Backup disks.

DEFINITIONS

Just to make sure that the user guide is clear, we're going to define a couple of terms that are used throughout the guide.

Administrator

"Administrator" is a special login name for the user who can make system-wide changes to the computer, has full control, and can access all of the files on the computer. Most home users are automatically the Administrator of their computer. If you don't know if you are the Administrator, or how to log in as Administrator, you might need to talk to the person who set up the computer for you. If no one set up your computer for you, then by default, you are the Administrator.

Back up and Restore

Backing up is making copies of data so that a copy can be used to restore the original after the data is lost or destroyed. Backups are used to restore data after loss of or damage to your computer's hard drive, and to restore files that have been accidentally deleted or corrupted.

Making a backup of your content only copies it from your computer to your DVD Backup, and does not delete it from the computer's hard drive.

Restoring your content from a backup only copies it from your DVD Backup to your computer, and does not delete it from the DVD Backup.

Important: **Clickfree** never erases or replaces content on your computer's hard drive, unless you ask it to replace a file during restore.

Clickfree never erases or replaces content on your DVD Backup.

Your **Clickfree** backups are also handy for moving or copying data from one computer to another.

Content

Normally you don't use **Clickfree** to back up your programs or operating system (Windows), only the data that you have created or copied to your computer - music, photos, letters, emails, tax information etc, depending on which **Clickfree** DVD Backup package you are using. In this guide we refer to this data as *content*.

File

Information used by your computer and stored in a specific place on your hard drive. A *file* may be *content*, a program or part of a program, or information a program uses in some way.

Sometimes the relationship between *content* and *file* is clear: a photo or a letter is usually a single file. On the other hand, a single email message may be just a part of a large file that contains many messages, and related information such as email addresses, calendar events etc. However, you don't need to be concerned about this because **Clickfree** takes care of all the details for you.

Basics

How DOES CLICKFREE WORK?

All you need to do to keep your projects, photos, videos, music etc. safe is to put the **Clickfree** DVD Backup into the DVD drive in your computer and let it work! No need to install software or to configure anything. Your computer knows when the **Clickfree** DVD has been inserted, and it runs the program automatically each time. You can back up as many computers as you like with the **Clickfree** DVD Backup. However, each DVD can hold backed-up files from only one computer.

When **Clickfree** has finished backing up your computer, just eject the DVD and store it in a safe place. We recommend that you do not leave the **Clickfree** DVD in your DVD drive: your content is safer if your DVD Backup is kept separately from the computers it has backed up.

If your data is lost for any reason (hard disk crash, laptop lost or stolen, content accidentally deleted), you'll be really happy that you bought and used **Clickfree**. Your backed-up content is safe on your **Clickfree** backup, waiting to be restored when you have a working computer again.

A **Clickfree** backup is also ideal for transferring your content from an old computer to a new one. Sometimes, for a variety of reasons, the program may not run by itself - it may need a little help. If this happens to you, don't worry - it's easy to get things going. We'll show you how a little later. For details, see "What if **Clickfree** doesn't start up automatically?" on page 12.

WHAT GETS BACKED UP?

CLICKFREE BACKS UP CONTENT

At **Clickfree** we want to protect our customers from losing things that are irreplaceable. That's why **Clickfree** finds and backs up all of the content from wherever it is on your computer - according to which DVD Backup you use - Office, Music, Photo.

When it runs automatically, **Clickfree** searches your computer for all of the content that you have either created or placed in your computer. To see a list of the categories of content that **Clickfree** backs up automatically, see "What content categories does Clickfree back up?" on page 8. Most likely, this means that it will back up everything that matters to you right out of the box without you having to do anything but insert the DVD.

Unless you explicitly ask it to do so (and only for Office backup), **Clickfree** does not back up the programs or the operating system. This means that your backup won't need nearly as much space as the size of your computer's hard drive since your content may only take up a small portion of your hard drive's capacity, and we only look for the content.

WHAT CONTENT CATEGORIES DOES CLICKFREE BACK UP?

Depending on which DVD Backup you are using, **Clickfree** backs up content in these categories:

- {P} Photos – including common graphic formats such as JPEG and RAW
- {P} Video – for example, AVI, MPEG, Shockwave Flash
- {M} Music – including CD audio, MP3, MIDI
- {O} Emails – including Thunderbird, Eudora, and those from Microsoft Office
- {O} Text Documents – usually from word-processing programs such as Microsoft Word, Open Office, and WordPerfect
- {O} Spreadsheets – for example, Microsoft Excel, Open Office, and Lotus 123
- {O} Presentations – for example, Microsoft Powerpoint and Corel Show
- {O} Artwork and Drawings – such as Corel Draw, Visio and Paintshop images
- {O} Favorite Websites – internet shortcuts and address books
- {O} Other – including zip and RAR files, XML, and comma-separated values files
- {O} Financial – such as those from QuickBooks and tax programs

Want to know more? You can look at the details by following the steps in “How do I Change how Clickfree does backups? (Office only)” on page 13, or “How do I Change how Clickfree does backups? (Music, Photo)” on page 19, without making any changes.

WHAT DO I NEED BEFORE I START?

Before you start your first restore you should read the entire “Restoring my content” chapter of this manual.

For **Clickfree** to work, your computer needs to be running one of these operating systems:

- Microsoft Vista® (any editions)
- Microsoft Windows® XP (any editions)
- Microsoft Windows® 2000 (with SP4)
- Mac OSX 10.5 Leopard running on an Intel processor (products manufactured after Jan 1, 2009)

In addition you need:

- At least 100 MB of free space on your computer
- A DVD writer with DVD+R capability

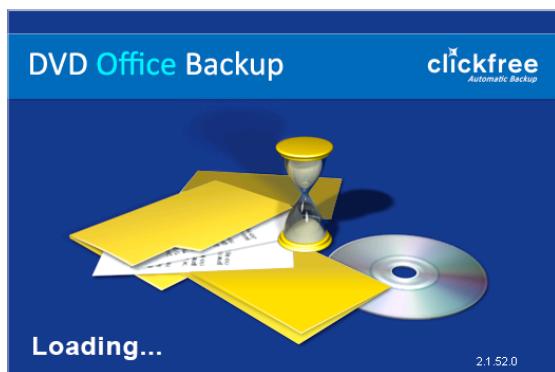
Backing up my content

How do I start using my Clickfree DVD Backup?

Note: Screenshots in this section show mostly Office Backup screens – the screens for Music and Photo backup are almost identical.

♦ To start using your Clickfree DVD Backup:

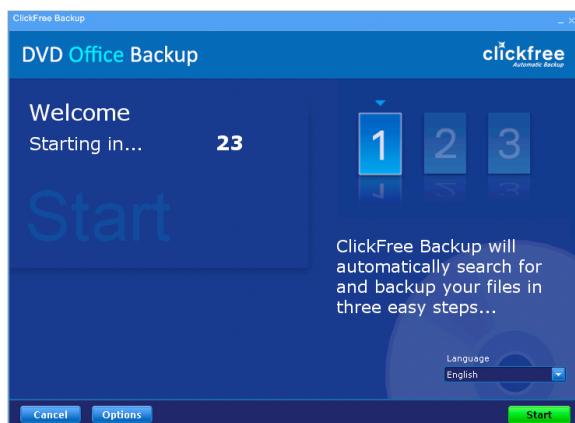
1. Make sure that your computer is switched on and has finished starting up.
2. Log in, if that is what you normally do.
3. Insert a **Clickfree** DVD into your DVD drive.
4. Wait for the **Clickfree** window to appear. You may have to wait up to a full minute for your computer to recognize the **Clickfree** DVD Backup – please be patient!



What happens next depends on whether the Clickfree DVD contains any backed-up content.

- If the Clickfree DVD contains backed-up content, see “Restoring my content” on page 26.

A second *Welcome* window appears and shows the number of seconds left before the backup starts automatically:



ZERO EFFORT BACKUP – REALLY!

Unless you stop the countdown by clicking a button, at the end of the countdown period **Clickfree** starts the backup.

- If you want to let **Clickfree** decide what needs to be backed up from where, then **you're done**: just relax and let **Clickfree** work.

Without any effort on your part, Clickfree is safeguarding your valuable content!

For details, see “What gets backed up?” on page 8.

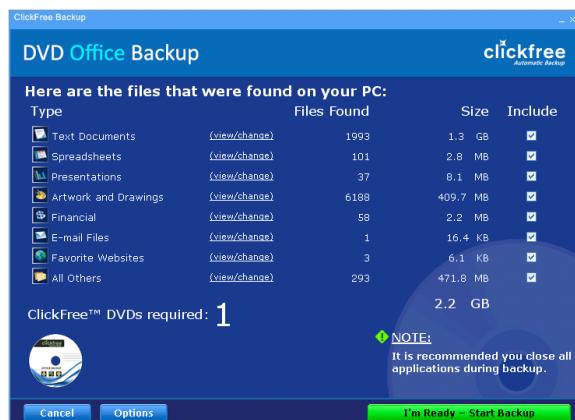
- If you want to make changes to how backup is done, click *Options* and see “How do I Change how Clickfree does backups? (Office only)” on page 13, or “How do I Change how Clickfree does backups? (Music, Photo)” on page 19.

Clickfree displays some screens to show progress:

Note: The appearance of these screens varies a little, depending on which **Clickfree** DVD Backup package you are using: Office, Music, or Photo.

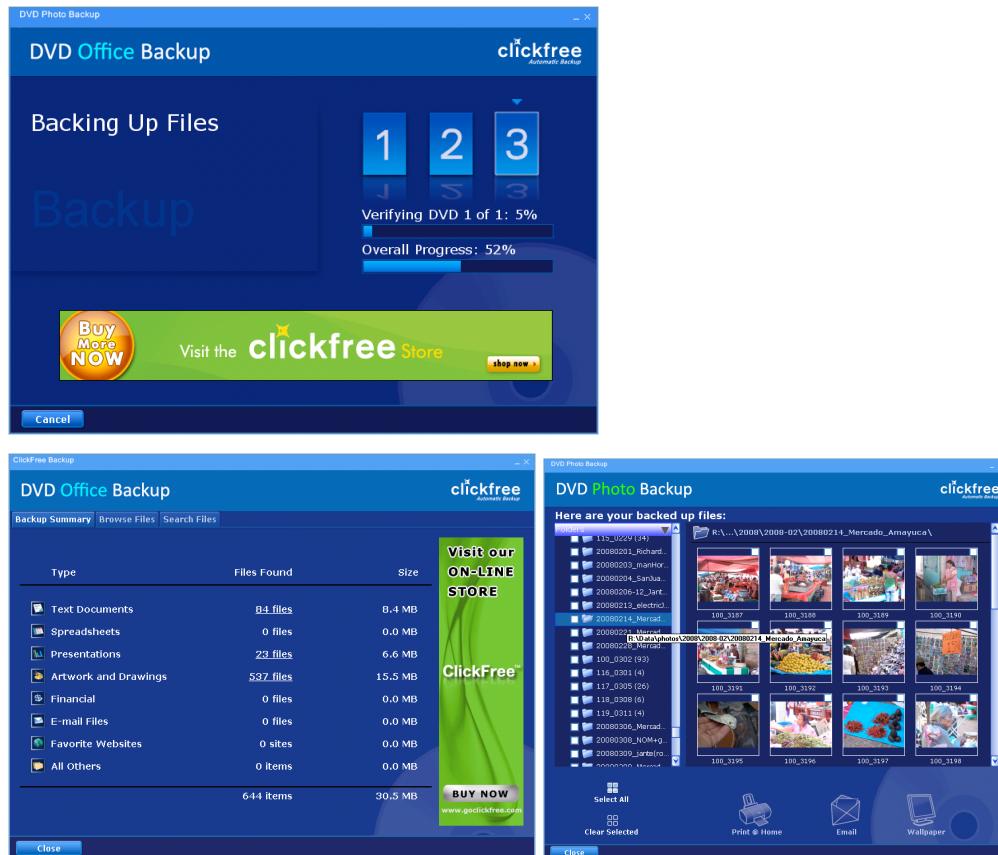


Clickfree adds up the sizes of all of the content it finds, then adds the sizes of the files in the complete folders you also chose, and tells you how many files of what types it found, and how many DVDs are needed for the backup:



5. If you have enough **Clickfree** Backup DVDs, click *I'm Ready – Start Backup*.

Important: Before you backup your files, you must ensure that you have as many **Clickfree** Backup DVDs as are needed: if the backup requires more than one DVD, you need to use a **Clickfree** Backup DVD every time that the program tell you to change DVDs. If you don't have enough **Clickfree** Backup DVDs for a backup, see "What if I don't have enough Clickfree Backup DVDs?" on page 44.



The *Backup Summary* screen shows you how many files of each type were backed up.

When you see the *Backup Summary* screen, simply click *Close*, then *OK*, then eject the **Clickfree** DVD and store it in a safe place.

Note: Before backing up any content, **Clickfree** tells you how many DVDs will be needed. Each time it fills up a DVD, **Clickfree** prompts you to label the full DVD with a sequence number, and to insert another empty **Clickfree** DVD.

You should write the date & time on the DVD, and, if you use **Clickfree** DVD Backup with more than one computer, write the name of the computer too.

WHAT IF CLICKFREE DOESN'T START UP AUTOMATICALLY?

There could be a couple of reasons why **Clickfree** does not run when you plug in the **Clickfree** DVD Backup:

- You may see a message telling you that "**Clickfree**™ Backup cannot start because you do not have the required permissions. Please re-login to this computer as the

Administrator."

1. Log out.
2. Eject the **Clickfree** DVD.
3. Log in again as Administrator.
4. Insert the **Clickfree** DVD again.
The backup then starts automatically.

- Your computer settings may prevent **Clickfree** from running automatically because "Autorun" is turned off.
To fix this problem, follow these steps. You only need to do this once, not every time you use **Clickfree**.

◆ **To turn on Autorun:**

[[are we going to give any instructions about enabling autorun? or just say to call tech support?]]

WHAT IF THE VISTA AUTOPLAY WINDOW APPEARS?

In Windows Vista, if the AutoPlay window appears:



1. Check *Always do this for software and games*.
2. Click *Start ClickFree Backup*.

You only need to do this once, not every time you use **Clickfree**.

HOW DO I CHANGE HOW CLICKFREE DOES BACKUPS? (OFFICE ONLY)

You can change:

- The types of content **Clickfree** backs up
- Where **Clickfree** looks for the content to back up content.

You can also tell **Clickfree** to back up all of the files in a folder, regardless of what category or file type they are.

What do the Cancel, Next, and Back buttons do?

As you go from one step to the next to back up content, the screens you see usually have buttons for *Cancel*, *Next >*, and *Back >*.

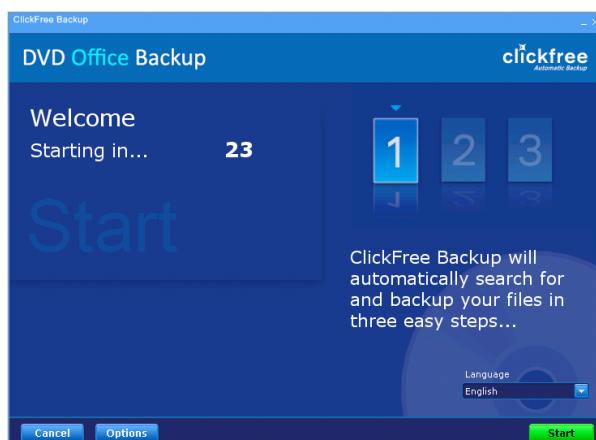
Cancel abandons the changes you have made and returns you to the **Manage Settings and PCs** screen.

Next > accepts the decisions you have made so far, then moves on to the next step and the next decision.

Back > sends you back to the previous step so that you can change a decision you already made. Until you click *Start* or *Cancel* there is no limit to how often you can go back and make changes.

♦ To review or change what gets backed up:

1. Follow steps 1 to 4 of the procedure "How do I start using my Clickfree DVD Backup?" on page 10.
2. Before the countdown reaches zero, click *Options*.



The *Choose File Types* screen is displayed:



CHOOSING CATEGORIES OF CONTENT TO BE BACKED UP – REQUIRED

3. All of the categories are selected by default. Choose the categories of content to be backed up, for example, Text Documents, Presentations, and Financial.
 - To include a category, for example, Presentations, in the backup, make sure that the box to the left of the category name is checked **Presentations**. If it isn't, click the box to check it. You can add and remove the checkmark by clicking in the box.
 - To exclude a category, for example, Financial, from the backup, make sure that the box to the left of the category name is unchecked **Financial**. If it is checked, click the box to uncheck it.

Note: You can make a finer selection by choosing file types within each category. For details, see “How do I choose individual file extensions for backup? (Office)” on page 42 in the “Advanced topics” chapter.

4. When you are finished choosing content categories, click *Next >*.

Note: You must choose at least one file type or category – you cannot leave all file types and categories unchecked.



CHOOSING LOCATIONS TO SEARCH FOR CONTENT – REQUIRED

1. Choose where you want Clickfree to search for content for the categories and types you chose earlier – Clickfree can either:

- look through your entire computer (the default setting)
- or
- look only in certain folders

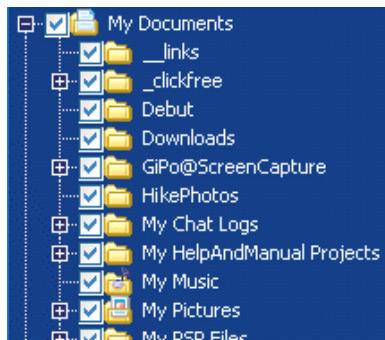
◆ To look through the entire computer

- Choose *Search the entire computer* **Search entire computer**

◆ To look only in certain folders:

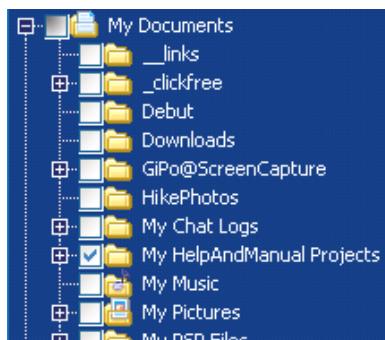
- Choose *Search selected folders only* **Search selected folders only** then select folders from *My Documents* and *My Computer* in the folder selection box that appears.
 - To search the entire *My Documents* folder, make sure that the checkbox is checked **My Documents**.
 - To see details of a folder under *My Documents*, click the + to the left of the checkbox. This expands *My Documents* to show the folders that it contains, and changes the + to a -. Click the - when you want to collapse the folder

again.



Each folder with a + beside it can also be expanded.

- You can now choose the individual folders you want to be searched by adding and removing checkmarks in the checkboxes. For example, to search only the folder with the Help and Manual projects, uncheck the *My Documents* checkbox, then check only *My HelpAndManual Projects*:



- Do the same for *My Computer*.

Note: You must choose a location – you cannot leave all locations unchecked.

2. When you have made your choices, click *Next >*.



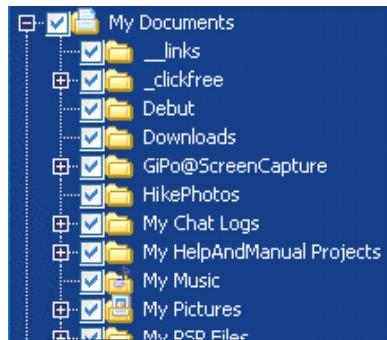
CHOOSING COMPLETE FOLDERS TO BE BACKED UP – OPTIONAL

3. Choose complete folders to be backed up in addition to categories and locations.

The complete folders you choose here, and all of their files, are backed up regardless of file type. Complete folders are backed up in addition to the file types in the locations

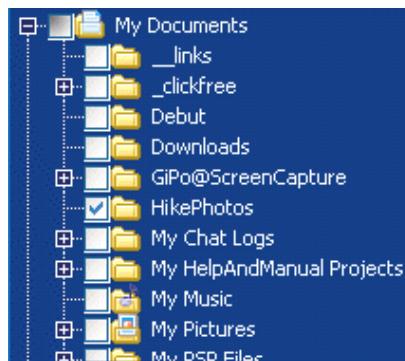
you already chose.

- To add the entire *My Documents* folder to the backup, make sure that the checkbox is checked   *My Documents*.
- To see details of a folder under *My Documents*, click the + to the left of the checkbox. This expands *My Documents* to show the folders that it contains, and changes the + to a -. Click the - when you want to collapse the folder again.



Each folder with a + beside it can also be expanded.

- You can now choose the individual folders you want to include in the backup by adding and removing checkmarks in the checkboxes. For example, within *My Documents* if you want to include only the folder with the photos of your hike, uncheck the *My Documents* checkbox, then check only *HikePhotos*:

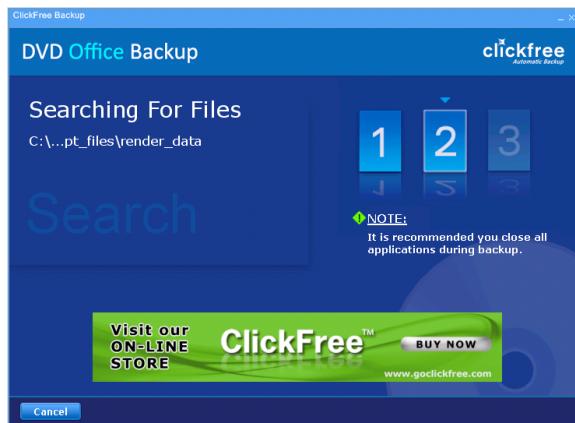


- Do the same for *My Computer*.

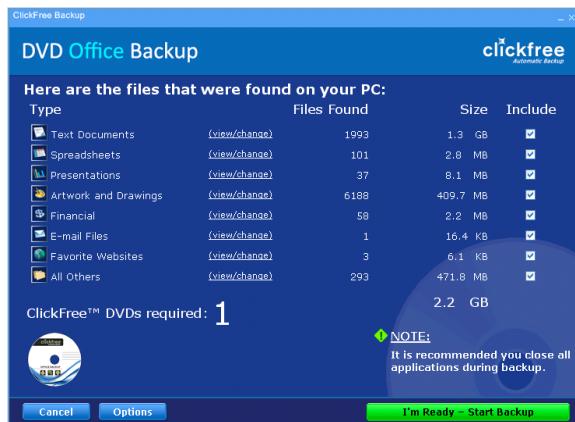
4. When you have made your choices, click *Done* > to continue with the countdown. You can click *Start* at this time to go to the backup right away without waiting for the rest of the countdown.

Clickfree searches for content to back up

Before actually backing up any content, **Clickfree** searches the locations you chose for your chosen categories of content:



It adds up the sizes of all of the content it finds, then adds the sizes of the files in the complete folders you also chose, and tells you how many files of what types it found, and how many DVDs are needed for the backup:



^TPHx_BU_CFSearched01

5. If you have enough **Clickfree** Backup DVDs, click *I'm Ready – Start Backup*.

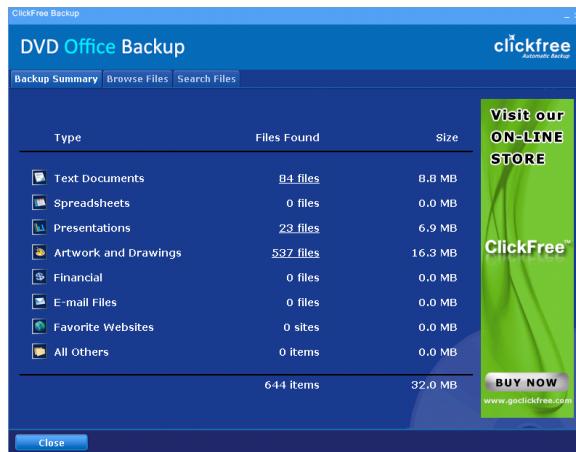
Important: Before you backup your files, you must ensure that you have as many **Clickfree** Backup DVDs as are needed: if the backup requires more than one DVD, you need to use a **Clickfree** Backup DVD every time that the program tell you to change DVDs. If you don't have enough **Clickfree** Backup DVDs for a backup, see "What if I don't have enough Clickfree Backup DVDs?" on page 44.

Clickfree backs up your content

Clickfree then backs up the content and complete folders you chose:



At the end of the backup, a *Backup Summary* screen is displayed:



The *Backup Summary* screen shows you how many files in each category were backed up and the amount of space they take up on the DVD.

When you see the *Backup Summary* screen, simply click *Close*, then *OK*, then eject the **Clickfree** DVD and store it in a safe place.

Note: Before backing up any content, **Clickfree** tells you how many DVDs will be needed. Each time it fills up a DVD, **Clickfree** prompts you to label the full DVD with a sequence number, and to insert another empty **Clickfree** DVD.

You should write the date & time on the DVD, and, if you use **Clickfree** DVD Backup with more than one computer, write the name of the computer too.

HOW DO I CHANGE HOW CLICKFREE DOES BACKUPS? (MUSIC, PHOTO)

Note: Screenshots in this section show either Music or Photo Backup screens – the screens for Music and Photo backup are almost identical to each other.

You can change:

- The types and sizes of files **Clickfree** backs up
- Where **Clickfree** looks for the content to back up content.

♦ **To review or change what gets backed up:**

1. Follow steps 1 to 4 of the procedure “How do I start using my Clickfree DVD Backup?” on page 10
2. Before the countdown reaches zero, click *Options*.



You can now choose the locations to search for content, what types and sizes of files get backed up, and whether files embedded in compressed files and email messages should be included.

CHOOSING LOCATIONS TO SEARCH FOR CONTENT – OPTIONAL

1. Click *Search Locations*.



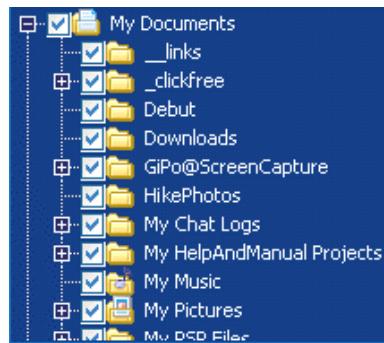
2. Choose where you want **Clickfree** to search for content for the file types you chose earlier – **Clickfree** can either:
 - look through your entire computer (the default setting)
 - or
 - look only in certain folders

♦ **To look through the entire computer**

- Choose *Search the entire computer* **Search entire computer**, and click *OK* >.
- Continue with “Choosing file types and sizes to be backed up” on page 22.

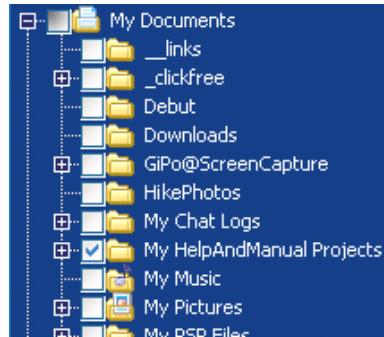
◆ **To look only in certain folders:**

- Choose **Search selected folders only** **Search selected folders only** then select folders from *My Documents* and *My Computer* in the folder selection box that appears.
 - To search the entire *My Documents* folder, make sure that the checkbox is checked  *My Documents*.
 - To see details of a folder under *My Documents*, click the + to the left of the checkbox. This expands *My Documents* to show the folders that it contains, and changes the + to a -. Click the - when you want to collapse the folder again.



Each folder with a + beside it can also be expanded.

- You can now choose the individual folders you want to be searched by adding and removing checkmarks in the checkboxes. For example, to search only the folder with the Help and Manual projects, uncheck the *My Documents* checkbox, then check only *My HelpAndManual Projects*:



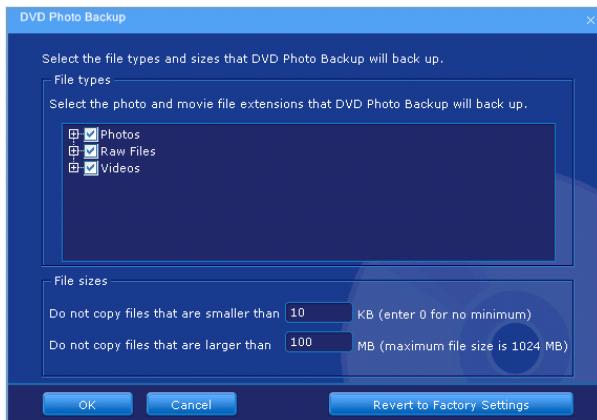
- Do the same for *My Computer*.

Note: You cannot leave all locations unchecked.

- When you have made your choices, click *OK* > and continue with "Choosing file types and sizes to be backed up" on page 22.

CHOOSING FILE TYPES AND SIZES TO BE BACKED UP – OPTIONAL

3. Click *Types and Sizes*:



Note: For Music, only one type is shown: Music.

1. All of the files types are selected by default. Choose the types of files to be backed up: *Photos, Raw Files, Videos*.

- To include a type, for example, Photos, in the backup, make sure that the box to the left of the type name is checked **Photos**. If it isn't, click the box to check it. You can add and remove the checkmark by clicking in the box.
- To exclude a type, for example, Raw Files, from the backup, make sure that the box to the left of the type name is unchecked **Raw Files**. If it is checked, click the box to uncheck it.

Note: You can make a finer selection by choosing file extensions within each type. For details, see "How do I choose individual file extensions for backup? (Music, Photo)" on page 43 in the "Advanced topics" chapter.

2. When you are finished choosing content types, enter minimum and maximum sizes for the files to be backed up. **NOTE KB/MB**

Note: You cannot leave all file types unchecked.

3. Click **OK** > and continue with "Choosing whether embedded files are backed up – optional" on page 22.

CHOOSING WHETHER EMBEDDED FILES ARE BACKED UP – OPTIONAL

4. Click *Embedded Music or Embedded Photos*:



5. Choose whether **Clickfree** should search for content
 - inside compressed files (for example, zip files)
 - inside email messages
6. Click *OK*.
7. If you have enough **Clickfree** Backup DVDs, click *I'm Ready – Start Backup*.

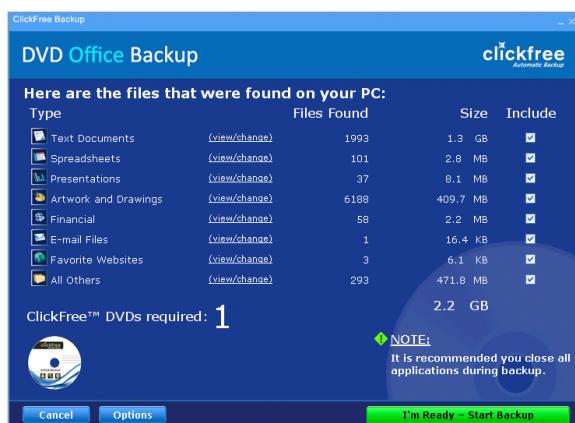
Important: Before you backup your files, you must ensure that you have as many **Clickfree** Backup DVDs as are needed: if the backup requires more than one DVD, you need to use a **Clickfree** Backup DVD every time that the program tell you to change DVDs. If you don't have enough **Clickfree** Backup DVDs for a backup, see "What if I don't have enough Clickfree Backup DVDs?" on page 44.

Clickfree searches for content to back up

Before actually backing up any content, **Clickfree** searches the locations you chose for your chosen categories of content:



It adds up the sizes of all of the content it finds, then adds the sizes of the files in the complete folders you also chose, and tells you how many files of what types it found, and how many DVDs are needed for the backup:



8. (Music) Continue with step 13.
9. (Photo only PERHAPS MOVE THIS TO ADVANCED) If you click one of the (*view/change*) links, **Clickfree** displays the photos you selected as thumbnails (miniature versions) for your review, with all of the photos selected (checkboxes at top right of each photo checked):



You can select folders at the left of the screen to view their contents.

10. To unselect a folder, so that none of its photos is backed up, uncheck the checkbox at the left of the folder. This unselects (unchecks) every photo in the folder.
11. To unselect a photo, so that it is not backed up, uncheck the checkbox at the top right of the photo.
12. When you are finished selecting and unselecting photos, click *OK*.
13. If you have enough **Clickfree** Backup DVDs, click *I'm Ready – Start Backup*.

Important: Before you backup your files, you must ensure that you have as many **Clickfree** Backup DVDs as are needed: if the backup requires more than one DVD, you need to use a **Clickfree** Backup DVD every time that the program tell you to change DVDs. If you don't have enough **Clickfree** Backup DVDs for a backup, see "What if I don't have enough Clickfree Backup DVDs?" on page 44.

Clickfree backs up your content

Clickfree then backs up the content and complete folders you chose:



At the end of the backup, a *Backup Summary* screen is displayed:



The Office *Backup Summary* screen shows you how many files in each category were backed up and the amount of space they take up on the DVD.

The Music and Photo *Backup Summary* screen shows you how many files in each folder were backed up, and displays thumbnails of each photo in the selected folder.

When you see the *Backup Summary* screen, simply click *Close*, then *OK*, then eject the Clickfree DVD and store it in a safe place.

Note: Before backing up any content, Clickfree tells you how many DVDs will be needed. Each time it fills up a DVD, Clickfree prompts you to label the full DVD with a sequence number, and to insert another empty Clickfree DVD.

You should write the date & time on the DVD, and, if you use Clickfree DVD Backup with more than one computer, write the name of the computer too.

Restoring my content

WHAT IF MY COMPUTER'S INTERNAL HARD DRIVE STOPS WORKING, OR I WOULD LIKE TO TRANSFER MY CONTENT TO A NEW COMPUTER?

All computer hard drives fail eventually, sometimes without warning. Occasionally, computers suffer damage that affects the hard drive. Sometimes, laptop computers get lost or stolen. Sometimes, also, you may delete content by mistake. When these things happen, other computer users may lose valuable, sometimes irreplaceable, data.

But if you lose content you'll be really happy that you bought and used **Clickfree**. Your backed-up content is safe on your **Clickfree** backup, and can be restored when you have a working computer again.

A **Clickfree** backup is also ideal for transferring your content from an old computer to a new one. How can I use **Clickfree** to copy files from one computer to another?

WHAT DO I NEED BEFORE I CAN USE CLICKFREE TO RESTORE MY CONTENT?

Before you can restore your content, your computer needs to be working – at the very least it needs to be able to start up and display the desktop.

In addition you need the DVD you used to back up your content.

Of course, you can 'restore' your content to any computer that meets the system requirements (see "What do I need before I start?" on page 9), not just to the computer whose content you backed up.

The easiest way to copy content between computers is to insert the **Clickfree** DVD into your new computer. When the **Clickfree** application launches, just click *Restore Files*.

HOW DO I GET MY CONTENT BACK?

To get your content back you don't need to do much more than you did to back the content up – it just takes a couple of clicks.

As with **Clickfree** backup, you can either make some choices – whether to restore all, or just selected content, and where the content is restored to – or you can allow **Clickfree** to make the choices for you.

WHAT GETS RESTORED, AND TO WHERE – DEFAULT RESTORE?

When **Clickfree** restore runs without you changing any options, it restores all of the content that was backed up.

Clickfree

- c:\Restored Files (Office)
- c:\Restored Files\Music (Music)
- c:\Restored Files\Photos (Photo)

If you prefer, you can easily tell **Clickfree** restore to restore your files to another place on

your computer's hard drive.

For details, see:

- "How do I let **Clickfree** restore decide what to restore and where?" on page 27
- "How do I change how **Clickfree** restores content?" on page 30

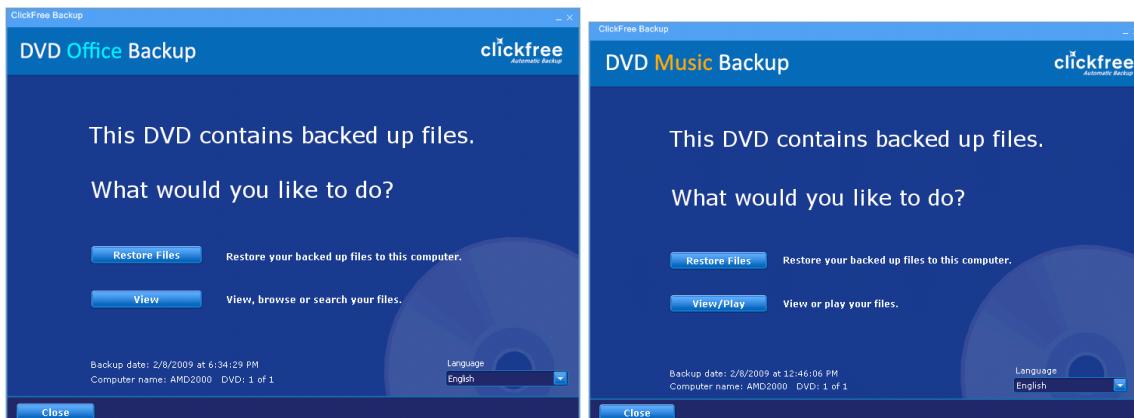
How do I let Clickfree restore decide what to restore and where?

Note: Screenshots in this section show mostly Office Backup screens – the screens for Music and Photo backup are almost identical.

You can allow Clickfree to make the decisions about what to restore and to where, but you need to confirm what Clickfree plans to do.

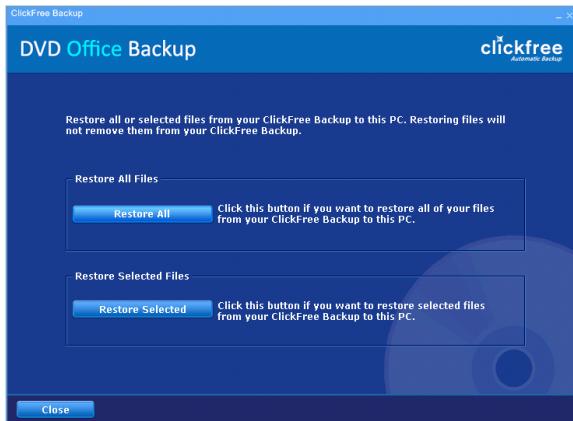
♦ **To let Clickfree decide what to restore and to where:**

1. Make sure that your computer is switched on and has finished starting up.
2. Log in, if that is what you normally do.
3. Insert the **Clickfree** DVD with your backed-up files into your DVD drive.
4. Wait for the **Clickfree** window to appear – this may take up to 60 seconds.

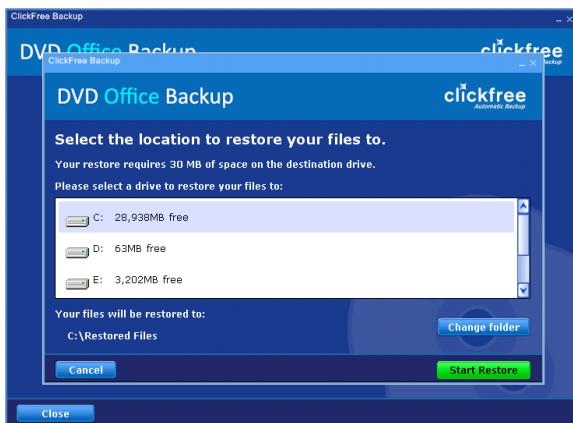


5. Because your **Clickfree** DVD has been used to back up content, **Clickfree** prompts you to choose to:
 - Restore Files – store your backed-up files to this computer
 - View / Play – view or play your backed-up files (depending on which Backup DVD you use – Office, Music, Photo – for details see "Browsing, Searching & Viewing your files" on page 35.

6. Since you are going to restore your files, click *Restore Files*:

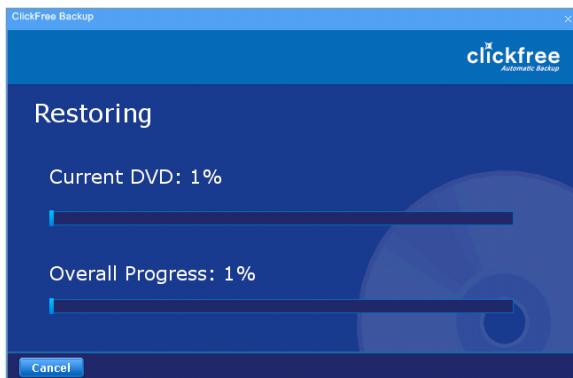


7. To restore all of your content, simply click *Restore All*.



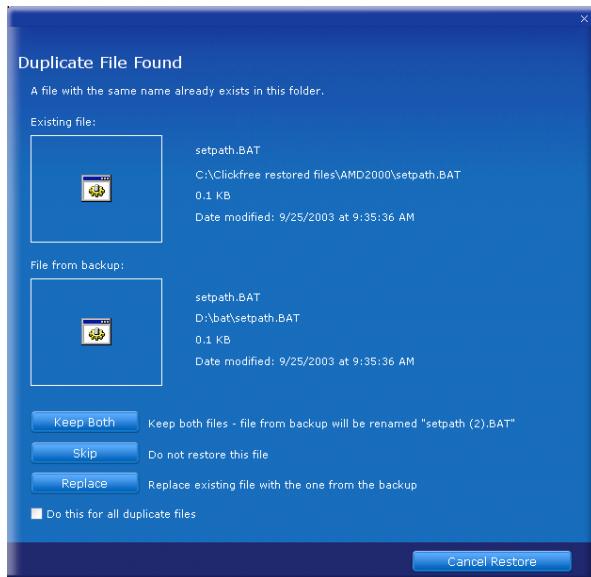
8. Since you are letting **Clickfree** decide where to restore files to, simply click *Start Restore*.

As **Clickfree** restores your content, it shows you what is happening – how far it has gotten in the process.



If your backup consists of more than one DVD, **Clickfree** tells you when to change disks.

Before it overwrites an existing file on your computer with one of the same name from the backed-up files, **Clickfree** asks if you want to replace the existing file with the same-name file from the backup:

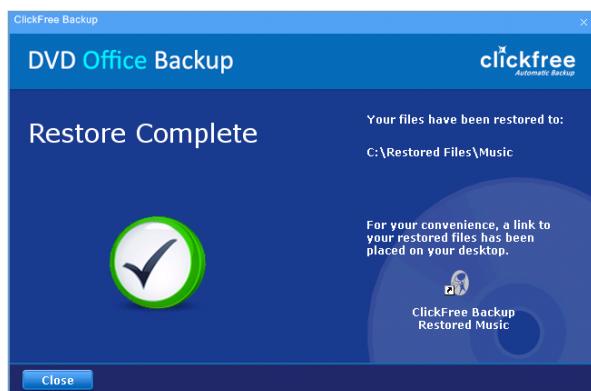


9. You can choose to:

- Keep both copies of this one file – click *Keep Both*. **Clickfree** renames the backed-up file by adding ' (2)' to the end of the file name, then restores the renamed file.
- Keep both copies of all same-name files – check *Do this for all duplicate files* and click *Keep Both*. **Clickfree**, without asking you, renames the remaining backed-up files by adding ' (2)' to the ends of the file names, then restores the renamed files.
- Not replace this one file – click *Skip*
- Not replace any same-name files – check *Do this for all duplicate files* and click *Skip*. **Clickfree** skips all remaining same-name files without asking you.
- Replace just this file – click *Replace*
- Replace all same-name files – check *Do this for all duplicate files* and click *Replace*. **Clickfree** replaces all remaining same-name files without asking you.

If two files have the same size (KB) and same date modified, it is likely to be safe to skip.

10. When all of your content has been restored, **Clickfree** tells you that it is done:



Note: Your content has not been deleted from your **Clickfree** backup: it is still safe on the DVD.

When you see the *Restore Complete* screen, simply click *Close*, then eject the **Clickfree** DVD and store it in a safe place.

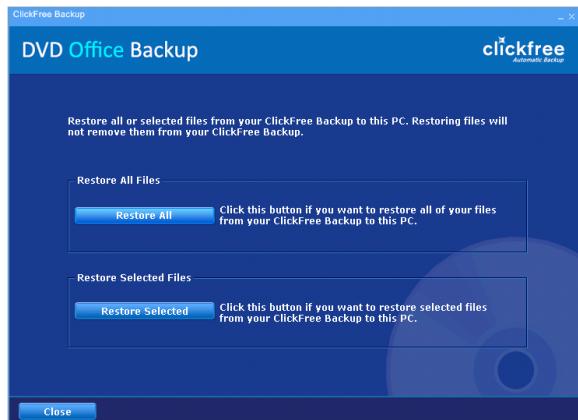
How do I change how Clickfree restores content?

By making choices at several steps in the restore process you can affect which content is restored and where it is restored to.

RESTORING CONTENT

♦ To change how Clickfree restores content:

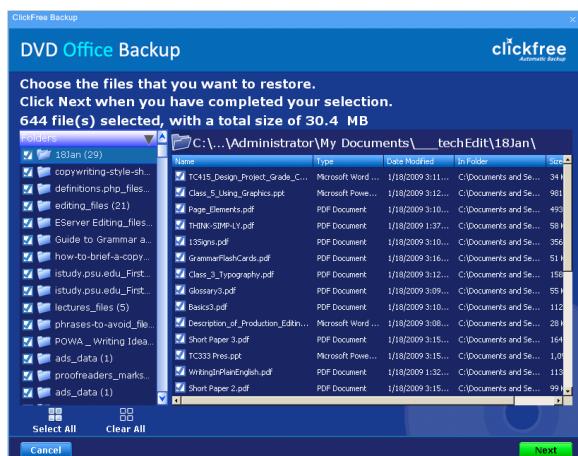
1. Follow steps 1 to 6 of the previous section “How do I let Clickfree restore decide what to restore and where?” on page 27:



2. What you do next depends on whether you want to restore all or only some of your files.
 - If you want to restore all of your files, click *Restore All* and go to step 5.
 - If you want to restore only some of your files, click *Restore Selected* and continue with step 3.

CHOOSING CONTENT TO BE RESTORED

3. The screen where you select files to restore shows the folders and files that were backed up.

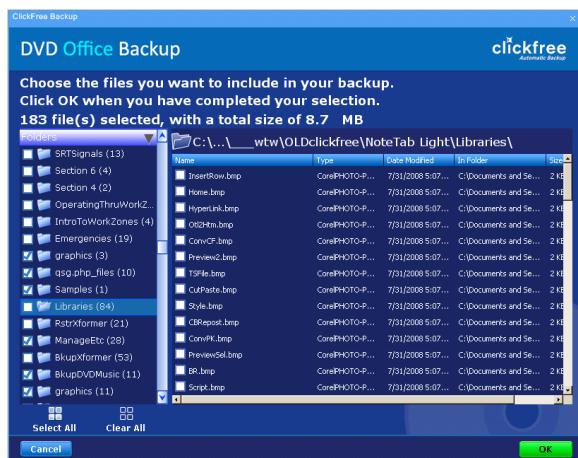


On the left you can see the folders from which files were backed up. All of the folders are selected – their checkboxes are checked.

The first folder is highlighted, and you can see its files on the right. All of the files are

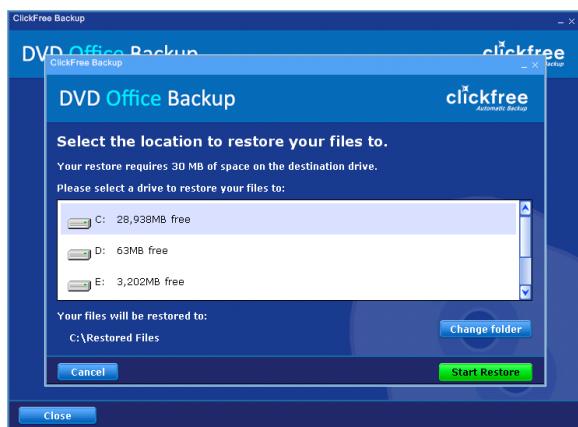
selected – their checkboxes are checked.

4. For each folder whose content you do not want to restore, click the checkbox to unselect the folder. This unselects all of the files in that folder. Or you can click the checkbox beside a file to unselect each file that you do not want to restore.



5. When you are finished selecting and unselecting files and folders, click *OK* >.

You can now choose where the restored content will be restored to.

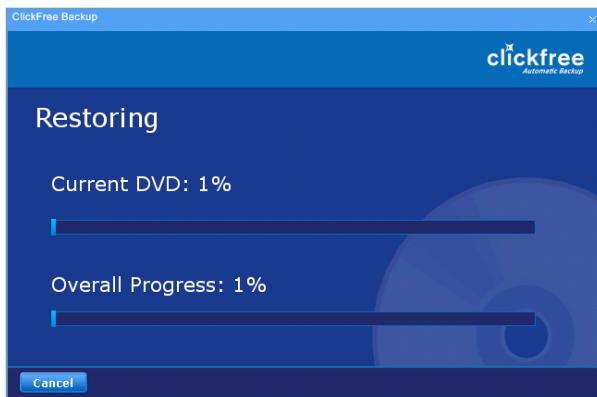


CHOOSING WHERE TO RESTORE CONTENT TO

6. What you do next depends on whether you want to restore your content to the default location (see “What gets restored, and to where – Default restore?” on page 26), or to somewhere else.
 - If you want to restore your content to the default location, click *Start Restore* and continue with step 7.
 - If you want to restore your files to somewhere else, see “How do I choose another drive and/or folder to restore to” on page 47 in the “Advanced topics” chapter.

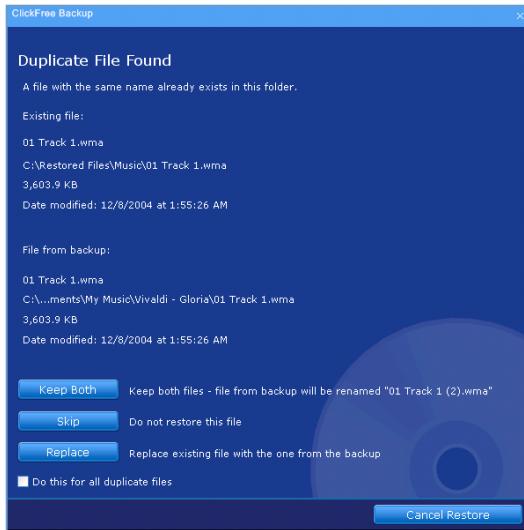
7. Click *Start Restore*.

As **Clickfree** restores your content, it shows you what is happening – how far it has gotten in the process.



If your backup consists of more than one DVD, **Clickfree** tells you when to change disks.

Before it overwrites an existing file on your computer with one of the same name from the backed-up files, **Clickfree** asks if you want to replace the existing file with the same-name file from the backup:

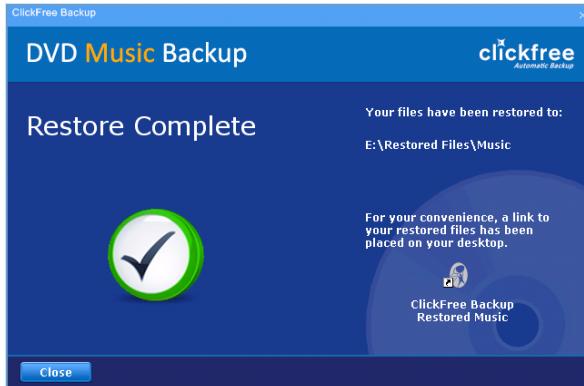


8. You can choose to:

- Keep both copies of this one file – click *Keep Both*. **Clickfree** renames the backed-up file by adding ' (2)' to the end of the file name, then restores the renamed file.
- Keep both copies of all same-name files – check *Do this for all duplicate files* and click *Keep Both*. **Clickfree**, without asking you, renames the remaining backed-up files by adding ' (2)' to the ends of the file names, then restores the renamed files.
- Not replace this one file – click *Skip*
- Not replace any same-name files – check *Do this for all duplicate files* and click *Skip*. **Clickfree** skips all remaining same-name files without asking you.
- Replace just this file – click *Replace*
- Replace all same-name files – check *Do this for all duplicate files* and click *Replace*. **Clickfree** replaces all remaining same-name files without asking you.

If two files have the same size (KB) and same date and time modified, it is likely to be safe to skip.

When the restore is finished, **Clickfree** puts a link on your desktop pointing to where it restored the files to.



9. Click *Close* then eject the **Clickfree** DVD Backup and store it in a safe place.

Note: Your content has not been deleted from your **Clickfree** backup: it is still safe on the DVD Backup.

HOW CAN I USE CLICKFREE TO COPY FILES FROM ONE COMPUTER TO ANOTHER?

Because you can restore files to any computer that satisfies the requirements in “What do I need before I start?” on page 9, your Clickfree DVD Backup is ideal for moving files from one computer to another.

Simply insert your **Clickfree** Backup DVD in the DVD drive of the computer that you want to copy the files to, and follow the steps to restore. See “How do I get my content back?” on page 26.

HOW DO I FIND FILES THAT WERE RESTORED

When **Clickfree** restored your files it put an icon on your desktop so that you can quickly and easily get to the restored content:



♦ To find files that were restored:

Double-click the icon to open a *Windows Explorer* at the folder where your content was restored.

You can now use *Explorer* to move the files to a more convenient folder.

My program cannot find the restored files – what should I do?

Some programs, especially those like *Outlook* in which you do not open files from a file open dialog, expect to find their files in a particular folder. Because you restored your files

to a folder other than the original location, your program may not be able to find them.

If your program displays an error message telling you that it cannot find its files, or if the program starts up but your data is missing, you will need to move the files to the proper folder. Unfortunately, this is different for every application and you may need to consult the program's Help or user guide to find out where the files need to be moved to.

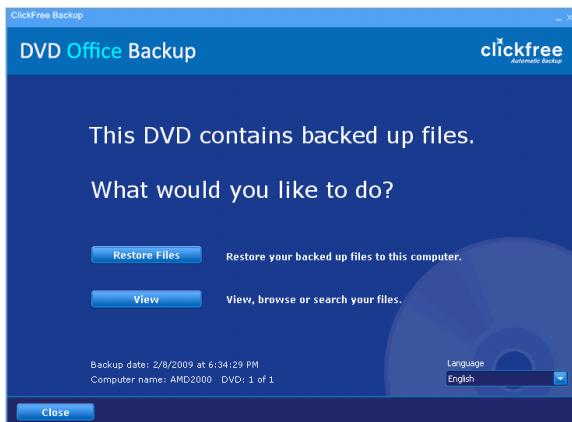
Browsing, Searching & Viewing your files

How do I BROWSE, SEARCH & VIEW? (OFFICE ONLY)

From the *Backup Summary* screen you can:

- Browse your backup(s) for files
- Search your backup(s) for files
- View backed-up files

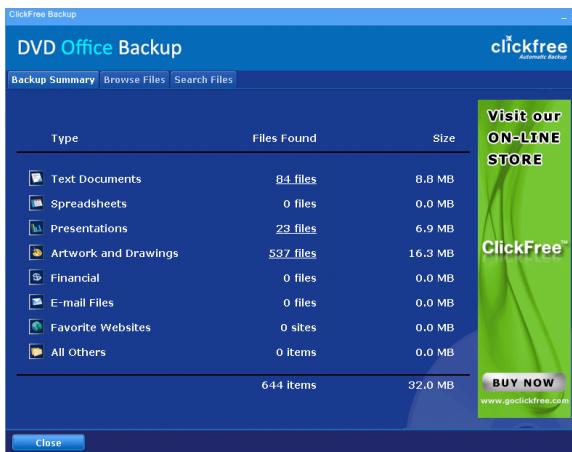
If you insert a DVD that contains backed-up Office files, after the program starts up you see this screen:



◆ **To browse and search for files:**

Click *View*. The *Backup Summary* screen is displayed.

FROM THE BACKUP SUMMARY SCREEN



◆ **To browse and search for files:**

Do one of the following:

- Click the name of a *Type* on the left of the screen, and follow "How do I search for my backed-up files" on page 39
- Click the *Browse Files* tab, and follow "How do I browse my backed-up files" on

- page 38
- Click the *Search Files* tab, and follow "How do I search for my backed-up files" on page 39

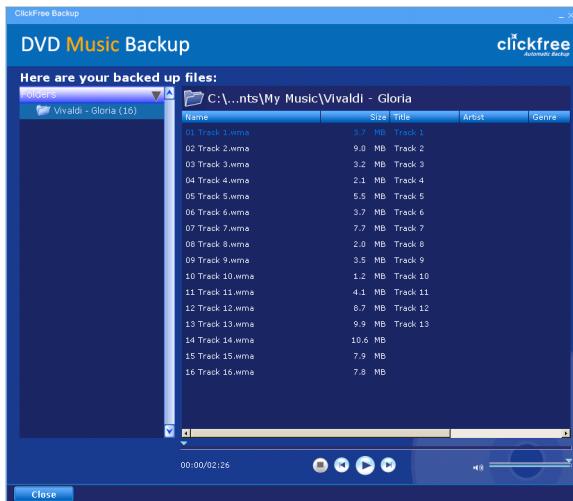
HOW DO I PLAY OR EMAIL MUSIC? (MUSIC ONLY)

If you insert a DVD that contains backed-up Music files, after the program starts up you see this screen:



◆ To browse and play music files:

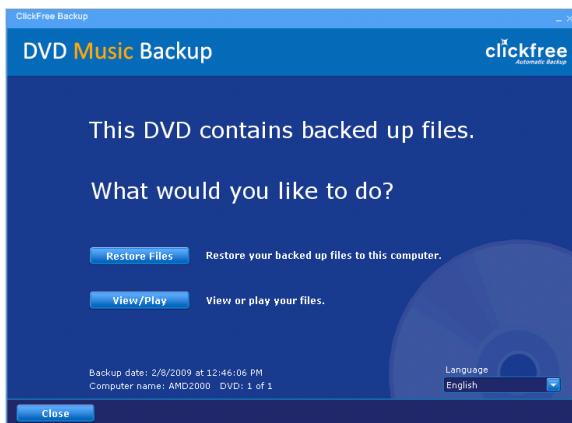
1. Click *View/Play*:



2. Click the name of a folder on the left of the screen. The music files in the folder appear on the right.
3. Select one or more files and use the controls at the bottom of the screen to play your selection.

HOW DO I VIEW AND USE PHOTOS? (PHOTO ONLY)

If you insert a DVD that contains backed-up Photos, after the program starts up you see this screen:



◆ **To browse and view photos:**

1. Click *View*:

The photo viewer shows “thumbnails”, or miniature views of your photos.



2. Click the name of a folder on the left of the screen. The music files in the folder appear on the right.

Select one or more files and use the buttons at the bottom of the screen to:

- Print them on your own printer
- Email them (if you use Outlook or Outlook Express for your email)

You can also select one photo and:

- Use it as wallpaper for your computer

◆ **To select photos:**

Click the photo so that the checkbox at the top right is checked. As you continue to click photos, they are added to the selection.



◆ **To use a photo as wallpaper:**

3. Click the photo. Make sure that only one photo is selected.
4. Click *Wallpaper*. The photo replaces whatever wallpaper you were using:



◆ **To print photos:**

1. Select the photos.
2. Click *Print @ Home* and select the *Print Style*:
3. Set the *Printer Options*, and click *Print*.

◆ **To email photos:**

1. Select the photos.
2. Click *Email*:

If you use *Outlook* or *Outlook Express* for your email, the email program opens a new blank message with the photos included as attachments.

3. Address and send the message as you would normally do.

◆ **To open a photo:**

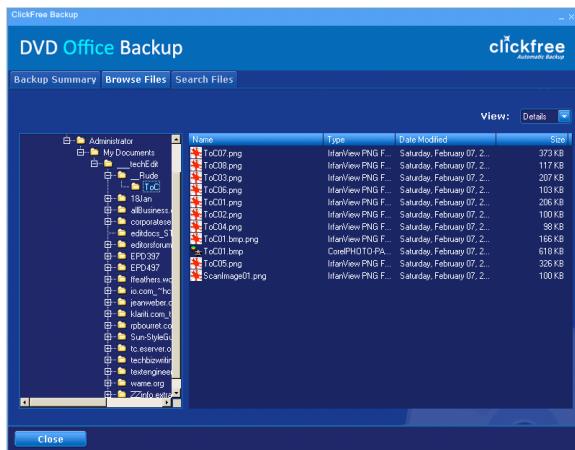
Double-click the photo. It opens in your usual program for working with photos:

HOW DO I BROWSE MY BACKED-UP FILES? (OFFICE ONLY)

◆ **To browse for files that you have backed up:**

Expand and collapse the folders on the left side of the screen:

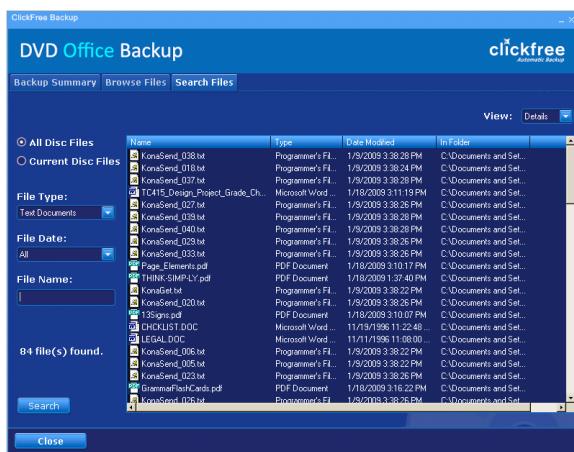
- Click the **ClickFree Backup** to expand the view
- Click '+' to the left of a collapsed folder to expand it
- Click '-' to the left of an expanded folder to collapse it
- Click a folder or the folder name to view the list of contents



To find out more about what you can do with the files that are displayed, see “What can I do with files from browse and search” on page 41.

HOW DO I SEARCH FOR MY BACKED-UP FILES? (OFFICE ONLY)

If you clicked the *Search Files* tab, the *Search* screen looks like this:



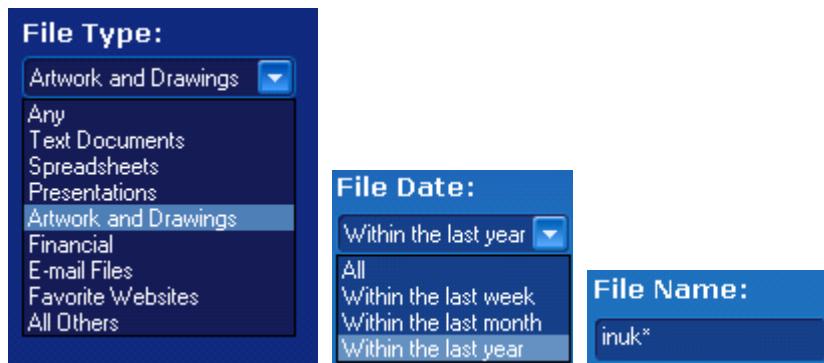
You can enter search factors to find the files you want.

If you clicked a category name, the *File Type* is already filled in, and all files of that category, regardless of *File Date* or *File Name*, are displayed.

◆ To search for files:

1. If the backup used more than one DVD, decide if you want to search for files that may be on any of the DVDs, or for files that are on this DVD currently in your DVD drive:
 - To search all DVDs that were used in the backup, select *All Disk Files*:
 - To search this DVD only, select *Current Disk Files*:

2. Use the combination of *File Type*, *File Date*, and *File Name* that you think should match the file(s) you want to find:



These selections are combined so that only files that match all of them are found – in this case only files in the category Artwork and Drawings, **and** created/last changed within the last year, **and** with names starting with ‘inuk’.

- *File Type* – select a category, or ‘Any’ if you want all categories to be searched
- *File Date* – select the time period within which the files were created or changed, or ‘All’ if you want the date to be ignored
- *File Name* – type a “mask” to select files. A blank file name matches all files.

Type whatever you can remember of the file names you want to find, and substitute:

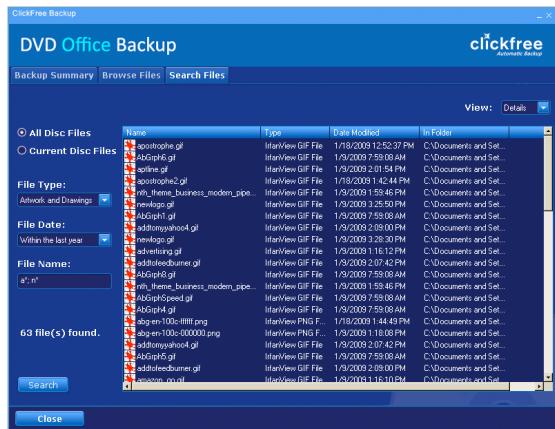
- ? for one character, meaning that character can be anything at all
- * for any number of characters, meaning these characters can be anything at all

For example (assuming that the *File Type* and *File Date* selections you made would include them):

- To find all files whose names begin with ‘08Dec’, type ‘08Dec*’ – this will find 08Dec_LetterToMary.doc, but not 2008DecemberExpenses.xls
- To find all files with ‘Dec’ anywhere in the name, type ‘*Dec*’ – this will find 08Dec_LetterToMary.doc, 2008DecemberExpenses.xls, etc
- To find all files with ‘n’ as the second character of the name, type ‘?n*’ – this will find IndiaSlides.ppt, inukshuk5.jpg, but not 5inukshuk.jpg
- To find all files of type ‘doc’ or ‘docx’, type ‘*.doc*’ – of course, this will also find any files that have type ‘doczzz’ as well

3. Click *Search*.

Files that match all of your search factors are displayed.



For information about what you can do with the files that are displayed, see "What can I do with files from browse and search" on page 41.

WHAT CAN I DO WITH FILES FROM BROWSE AND SEARCH

When you have files displayed in the browse or search screens, you can either:

- double-click a file to open it with the program that your computer normally uses for files of this type
- right-click a file and choose one of several actions as shown below

If you select more than one file, some of the actions act on all of the selected files.

◆ **To work with the file(s) you have selected:**

1. Right-click the file (or one of the files) to bring up a menu.
2. Select one of the menu items:
 - *Open* – to open the file with the program that your computer normally uses for files of this type
 - *Open with* – to choose the program that you want *Windows* to use to open the file
 - *Restore file to your computer* – to restore that file to a location you choose. See "Restoring" on page 30 to continue with the restore.
 - *Restore file to original location* – to restore that file to its original location. See "Restoring" on page 30 to continue with the restore.

Advanced topics

WHAT IF THERE IS MORE THAN ONE USER ON MY COMPUTER?

This matters only if each user has a separate user login name for the computer. If every user logs in with the same user name, all of their content is backed up and restored at the same time whoever is logged in.

When **Clickfree** runs, it can only back up the content that you can access from your login, and restore content to locations you have access to. Because *Windows 2000*, *Windows XP* and *Windows Vista* maintain a separate *Documents* or *My Documents* folder for each user name, **Clickfree** can back up only the corresponding content that belong to the person who is logged in, unless that person logs in as Administrator.

“Administrator” is a special login name for the user who can make system-wide changes to the computer, has full control, and can access all of the files on the computer. Most home users are automatically the Administrator of their computer. If you don’t know if you are the Administrator, or how to log in as Administrator, you might need to talk to the person who set up the computer for you. If no one set up your computer for you, then by default, you are the Administrator.

WHAT IF I HAVE MORE THAN ONE COMPUTER?

Each **Clickfree** Backup DVD can back up only one computer. If you have more than one computer, use a separate **Clickfree** Backup DVD for each.

HOW DO I CHOOSE INDIVIDUAL FILE EXTENSIONS FOR BACKUP? (OFFICE)

You already saw how to choose file types for backup in “Choosing categories of content to be backed up” on page 15.

You can also expand each category and select or unselect individual file types that make up that category.

Note: When a category is selected or unselected by checking or unchecking its checkbox, all of the file types that make up that category are also selected or unselected.

◆ **To select one or more file types in a category:**

1. Click the + to the left of the checkbox. This expands the category list to show the file types that make up that category, and changes the + to a -:



2. You can now choose the individual types of file you want to include in the backup by adding and removing checkmarks in the checkboxes.
You collapse the category again by clicking the - .
3. If you need to back up file types that are not in any category, see “How do I Add/Remove/Edit filetypes? (Office only)” on page 45 for details of how to add a new file type.
4. When you are finished selecting file categories and file types, click *Next >* and continue with choosing locations to be searched.

HOW DO I CHOOSE INDIVIDUAL FILE EXTENSIONS FOR BACKUP? (MUSIC, PHOTO)

Note: Screenshots in this section show either Music or Photo Backup screens – the screens for Music and Photo backup are almost identical to each other.

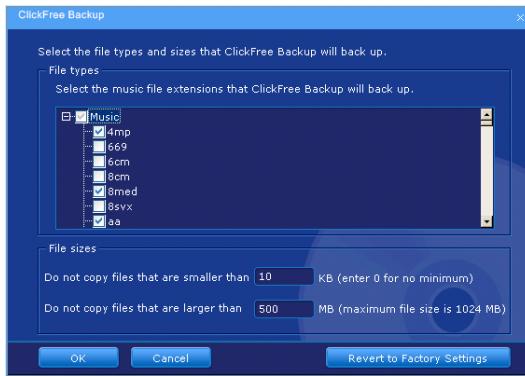
You already saw how to choose file types for backup in “Choosing categories of content to be backed up” on page 15.

You can also expand each category and select or unselect individual file types that make up that category.

Note: When a category is selected or unselected by checking or unchecking its checkbox, all of the file types that make up that category are also selected or unselected.

◆ **To select one or more file types in a category:**

5. Click the + to the left of the checkbox. This expands the category list to show the file types that make up that category, and changes the + to a -:

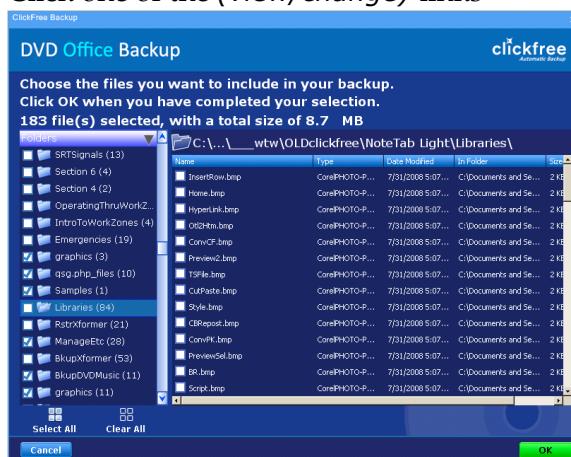


6. You can now choose the individual types of file you want to include in the backup by adding and removing checkmarks in the checkboxes.
You collapse the category again by clicking the - .
7. When you are finished selecting file categories and file types, click *Next >* and continue with choosing locations to be searched.

WHAT IF I DON'T ENOUGH CLICKFREE BACKUP DVDs?

If you don't have enough **Clickfree** Backup DVDs for a backup, you can either:

- Click *Cancel* and rerun the backup after you have obtained more **Clickfree** Backup DVDs
- Change your file selection till you have chosen files that will fit on the number of **Clickfree** Backup DVDs you have:
 - Uncheck one or more of the *Include* checkboxes
 - Click one of the *(view/change)* links



Uncheck one or more of the *Folders* checkboxes on the left, and/or one or more of the files checkboxes on the right and click **OK** to return to the screen that tell you how many DVDs you need.

- Repeat these steps until you can fit your backup on the number of Clickfree Backup DVDs you have, and click *I'm Ready – Start Backup*

WHAT ARE 'FACTORY SETTINGS' AND HOW DO I USE THEM?

Factory settings can be used in Clickfree in two places:

- When choosing categories and file types to be backed up – see “Choosing categories of content to be backed up” on page 15
Use Factory Settings for categories and files types means that all categories and the corresponding file types are included.
- When choosing locations to search – see “Choosing locations to search for content – required” on page 15
Use Factory Settings for locations means that the entire computer is searched, except for temporary folders and folders that *Windows* uses for its own files.

♦ To reset categories and file types to factory settings:

1. On the *Choose File Types* screen click *Use Factory Settings*.
2. Click *Next >* and continue with choosing locations to be searched.

♦ To reset locations to search to factory settings:

1. On the *Choose File Locations* screen click *Use Factory Settings*.
2. Click *Next >* and continue with choosing complete folders.

HOW DO I ADD/REMOVE/EDIT FILETYPES? (OFFICE ONLY)

In addition to allowing you to choose to back up pre-defined file types within the pre-defined categories, Clickfree has a category called Custom Extensions to which you can add file types that are not included in the pre-defined categories.

You can add, remove, and change file types using the *Choose File Types* screen:



◆ **To add a file type:**

1. Click *Add File Type*:



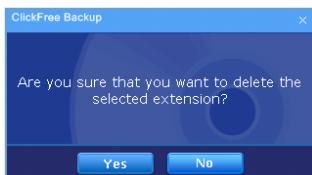
2. Type the extension for the new file type, and click *Save*.

The new file type is added to *Custom Extensions*:



◆ **To remove a file type:**

3. Click a file type in *Custom Extensions*, and click *Remove File Type*:



4. Click *Yes*.

The file type is removed from *Custom Extensions*:



◆ **To change a file type:**

1. Click a file type in *Custom Extensions*, and click *Edit File Type*:



2. Type the new extension for the file type, and click *Save*.

The file type in *Custom Extensions* is modified.

3. When you are finished working with custom extensions, click *Next >* and continue with choosing locations to be searched.

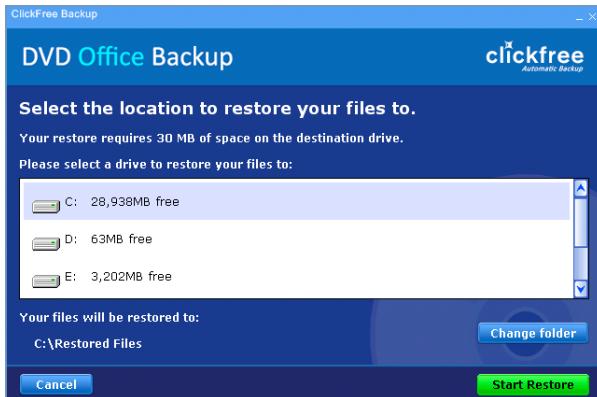
HOW DO I CHOOSE ANOTHER DRIVE AND/OR FOLDER TO RESTORE TO?

On the *Select Location to Restore Files* screen you can choose:

- the disk drive to restore content to (if you have more than one)
- the folder on that drive to use

If any drive does not have enough space for the content to be restored, the drive letter and free space are 'greyed':

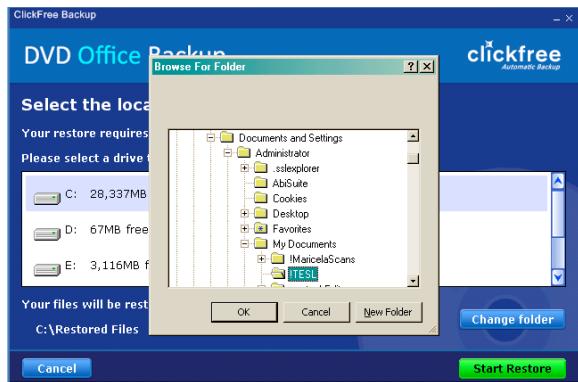
◆ **To select another drive and/or folder to restore to:**



1. Select the drive to restore to.

The folder that will be used is shown below the drives.

2. To change the folder, click *Change Folder* and select the folder you want.



As usual, click + to expand a folder, - to collapse the folder again.

3. To create a new subfolder, click *New Folder*, type the folder name, and click *OK*.
4. Click *Next >*.

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